

December 10, 2004

WEST VIRGINIA BULLETIN NO: WV360-5-9

SUBJECT: PER-Modification to FY 2005 Performance Plan

Purpose: To inform all Supervisors of the mandatory Performance Element "Mission Results".

Expiration Date: January 31, 2005

ACTION REQUIRED BY: December 21, 2004

During fiscal year (FY) 2004, NRCS successfully met the requirement mandated by the Office of Management and Budget and the Office of Personnel Management to have all performance plans for GS-14 and GS-15 supervisory and managerial employees linked to the Agency's Strategic Plan. This mandate has been expanded to all GS-13 and below employees. This can be met by adding a "Mission Results" performance element and standard to the FY-2005 performance plans.

At the present time this can not be completed through I*CAMS. This must be completed by hard copy. I have attached the information received from Headquarters along with the Element - Mission Results. This Element will need modification to fit different positions.

We have a short dead line to complete this assignment. I am asking each supervisor to complete the requested assignment by modifying the Element to meet the position and have your employees sign and date at the bottom of the Element page along with your signature. Each supervisor should inform their supervisor of the completed assignment. The ASTC and Principal Staff will complete and submit Attachment 3 (PERFORMANCE PLAN CERTIFICATION FORM) to Larry. T. Sargent, Human Resources Manager, by close of business December 21, 2004.

If you have questions please contact Larry T. Sargent, at (304) 284-7599.

/s/ Lorenzo Henderson, Acting for

**LILLIAN V. WOODS
State Conservationist**

DIST: E



Natural Resources Conservation Service
P.O. Box 2890
Washington, D.C. 20013

NOV 26 2004

SUBJECT: PER - Fiscal Year 2005 Performance Plans

TO: Deputy Chiefs
Associate Deputy Chiefs
Regional Assistant Chiefs
State Conservationists
Center Directors
Directors, Caribbean and Pacific Basin Areas
Division Directors

File Code: 360-19-11

DISTRIBUTE TO ALL SUPERVISORS OF EMPLOYEES AT THE GS-13 LEVEL AND BELOW

During fiscal year (FY) 2004, the Natural Resources Conservation Service (NRCS) successfully met the requirement, mandated by the Office of Management and Budget and the Office of Personnel Management to have all performance plans for the Senior Executive Service GS-14 and GS-15 supervisory and managerial employees linked to the Agency's Strategic Plan.

In FY 2005, this mandate has been expanded to have all GS-13 and below employee performance plans linked to the Agency's Strategic Plan. This request is a result of the attached memorandum by the Deputy Assistant Secretary for Administration. We can meet this requirement by adding a "Mission Results" performance element and standard (attachment 1) to the FY 2005 performance plans for employees at grades GS-13 and below. Within the "Mission Results" element we have included the four goals from the Agency's Strategic Plan. Supervisors need to select one or more of the goals that apply to the work being performed by their employees. Additionally, supervisors need to ensure that they include a brief description of how the assigned duties link to the goal(s) selected.

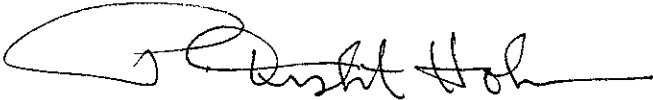
We have been working to incorporate the additional mandatory Mission Results element electronically into I*CAMS, but reprogramming has not been completed. Therefore, please attach the completed "Mission Results" element and standard (guidance attached), to the I*CAMS performance plan printout. A "Mission Results" performance element template will be added into I*CAMS prior to the final rating of record.

Please certify that your employees within your organizational staffing plan have performance plans that are linked to the Department of Agriculture NRCS strategic plan by signing Attachment 3. State Conservationists and Directors of the Caribbean and Pacific Basin Areas should fax Attachment 3 to their respective Regional Assistant Chief by December 27, 2004.

Page 2

Deputy Chiefs, Regional Assistant Chiefs, Center Directors, and Division Directors should return Attachment 3 to Tim Dorman by December 27, 2004. If you have questions, please contact Mr. Dorman at (202) 720-0552, or your Regional Assistant Chief's office.

Please note that for the performance period beginning October 2006, the Agency will migrate from its current Pass/Fail program to a multi-level performance appraisal system.

A handwritten signature in black ink, appearing to read "P. Dwight Holman", with a large, stylized initial "P" and a long horizontal stroke extending to the right.

P. DWIGHT HOLMAN
Deputy Chief for Management

Attachments

MODIFY AS APPROPRIATE

ELEMENT: Mission Results (Mandatory):

Demonstrates support for agency strategic goals and initiatives within own organizational unit and contributes to the achievement of overall agency initiatives. Stresses accountability and continuous improvement to employees/team members, makes timely and effective decisions, and produces results through strategic thinking and decisive action. Ensures a high degree of responsiveness to management, the public, and internal and external customers.

Continually reviews, monitors, and strives to improve organizational performance to achieve agency mission results.

Ensures that civil rights are considered in program development and implementation. Ensures compliance with civil rights laws, rules, regulations, and executive orders. Assists the supervisor with holding all employees accountable for achieving measurable civil rights goals and objectives in all employment, program delivery, and procurement activities.

(Select appropriate NRCS Strategic plan goal(s) (from below) that corresponds to the employee's job responsibilities.

NRCS Strategic Goal 1: Enhance the productive capacity of the natural resource base to enable a strong agricultural and natural resource sector.

NRCS Strategic Goal 2: Reduce unintended adverse effects of natural resource development and use to ensure a high quality environment.

NRCS Strategic Goal 3: Reduce risks from flooding and drought to protect individual and community health and safety.

NRCS Strategic Goal 4: Deliver high quality services to the public to enable natural resource stewardship.

FULLY SUCCESSFUL PERFORMANCE REQUIREMENT:

Assisted the supervisor in addressing identified business priorities through activities, which produced measurable results. New insights and innovative solutions were developed, where needed, which resulted in progress to resolve difficult issues, improve management or capitalize on emerging opportunities.

Recommendations and contributions were generally accepted because they were based on and demonstrated sound judgment, cost effectiveness, and sensitivity to the effects on overall policy, and were supported by sound analysis and rationale.

Performance goals and priorities were effectively communicated to employees, customers, and other critical stakeholders who were involved in the development of strategies to accomplish those goals.

Administration and Department policies were supported. Policy issues were analyzed and recommendations/solutions were developed from a long-term perspective. Strategies were developed and implemented that were consistent with the economic and institutional conditions and agency goals.

Supervisor was informed of sensitive and controversial emerging issues as well as problems and challenges that arose. Established schedules and deadlines were met and adaptations to changing priorities were made. Incorporated civil rights policies, regulations, rules, memoranda, and other USDA and agency guidance into all projects, plans, and activities.

IMPLEMENTATION GUIDANCE

1. Establish performance work plan in I*CAMS.
2. Establish a “Mission Results element(attachment 1)with duties linking the NRCS Strategic Plan.
(http://www.nrcs.usda.gov/about/spa/documents/2003_strategic_plan_update.pdf)
3. Attach “Mission Results” element and standard to the performance plan.
4. Discuss performance plan with your employee.
5. Add employee and supervisor signatures to the performance plan.
6. At the end of the rating period (September 30, 2004), finalize the rating, ensuring that That the Mission Results element you established in hardcopy is added to the employee’s performance plan in I*CAMS.
7. Finalize the rating in I*CAMS.

PERFORMANCE PLAN CERTIFICATION FORM

STATE OFFICE OR NATIONAL OFFICE _____ (insert state or office) _____

I certify that all employees within the organizational staffing plan for _____ (insert office)
have Performance plans that are linked to the USDA, NRCS Strategic Plan.

Signature

Date